



PHOENIX  
EMA  
RYAN  
WHITE  
PLANNING  
COUNCIL

# Executive Committee

Thursday, February 2, 2006

4:00 p.m. to 6:00 p.m.

Maricopa County Department of Public Health

4041 North Central Avenue, Phoenix

15<sup>th</sup> Floor, Joshua Room

*Approved*

*The following provides a written summary of recorded minutes. To listen to the official recorded minutes, contact Planning Council Support. The recording will be provided for review.*

## MEETING MINUTES

**Attended:** Eric Moore, Keith Thompson, Larry Stähli, Mark Kezios, Michelle Barker, Randall Furrow

**Alternates:** Terri Leija for Mary Rose Wilcox

**Excused:** Maclovio Zepeda

**Absent:** Fran Garrett

**Guests:** Michael Bryson, John Sapero, Kevin McNeal, Emily Gantz McKay (via teleconference)

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### Welcome, introductions and declarations of any conflicts-of-interest

Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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### Determination of quorum

Mark Kezios determined that quorum was established, with seven of nine members present at 4:09 p.m.

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### Approval of the minutes for the January 5, 2006, meeting

**MOTION:** Keith Thompson moved to accept the minutes. Eric Moore seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### Administrative Agent update

Kevin McNeal reported the AA's office is beginning work on the contracts for the 2006 grant year, and they expect no gaps in service. Emily Gantz McKay added that HRSA administrators expect to announce the grant awards on time before March 1. She said

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Mark Kezios  
Planning Council Chair

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## MEETING MINUTES *continued*

the reauthorization of the CARE Act is still being considered for this spring, but delays are possible.

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### Council Chair update

Mark Kezios shared personal advice recommending that agendas be created for every meeting, no matter the size, to keep the tasks on track.

He stressed the importance of obeying the rules of attendance, particularly when the new Bylaws take effect. He said absences are unacceptable and unprofessional, especially since excused absences are given with great flexibility and understanding. Committee members with attendance problems will be contacted by the Chair.

Terri Leija added that the Bylaws should be considered for approval within the next week.

Mark Kezios counseled the committee chairs on crafting their agendas carefully so as to not overburden a meeting.

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### Discussion regarding the nominations for a new Positive Community Representative

Since Fran Garrett is becoming a service provider, an opening will exist on the Executive Committee for a member who is an unaligned consumer of Title I services. As one of the Council's two Positive Community Representatives on the Executive Committee, these members are the voice of others who, like them, are currently receiving care through Ryan White funded services. HRSA mandates that two members of every Planning Council self-identify as people living with HIV or AIDS; these representatives fulfill that mandate and are the *only* members required to disclose their health status. The requirements for members to nominate themselves are:

- they must have been a member of the Council for at least six months prior to election;
- they must be a member of at least one committee immediately prior to election;
- they must publicly identify as HIV-positive; and
- they must not be a paid employee or board member of, or have a financial interest in, any entity providing Ryan White Title I funded services. (In other words, it *is* possible for both General Public Members *and* Institutional Members to be elected if they meet the restrictions.)

Understanding that some members may not wish to publicly disclose medical issues that may be privately known, it must be clear to everyone that candidates for this position must self-nominate. Membership Committee Chair Randall Furrow will present confidentiality guidelines to direct the conduct of all members and attendees when self-nominations are requested at the next Council meeting.

## MEETING MINUTES *continued*

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### Discussion regarding the determination of a committee to oversee cost-effectiveness

After extended discussion as to which committee should evaluate the cost-effectiveness of service categories, a consensus of the committee agreed to leave the task with the Standards Committee to take up this major, optional task after the standards of care have been developed. Eric Moore discussed the Rules Committee's decision to move the assignment to the Allocations Committee in the revised Bylaws, since they are already examining utilization data.

Mark Kezios questioned the Council's authority in overseeing what one may believe to be a function of the Administrative Agent. Emily Gantz McKay replied that it is done in conjunction with the AA's office through their utilization reports and Quality Management's assessments using the CAREWare database and other monitoring tools. Few EMAs perform true cost-effectiveness evaluations, preferring instead to focus on outcome effectiveness; and it cannot be done until outcome effectiveness is measured, which we are still developing for this EMA. There is no logical, one place where cost-effectiveness has been assigned among EMAs.

The Standards Committee will revise their policies and procedures to include the postponement of this task. During the next revision of the Bylaws, the Rules Committee will match the CARE Act's new use of the word 'effectiveness' instead of 'cost-effectiveness.'

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### Discussion regarding the creation of a press release to announce the Title I award and PC priorities/allocations

Mark Kezios invited ideas for inclusion in a press release that he and Planning Council Support are writing. The committee suggested the following:

- Explain decrease in services even though funding may have remained the same
- Explain that the PC's goal is to allocate at least 75% of funding on HRSA core service categories
- Use the assistance of the County communications director in writing it—they must approve it
- Have the final version approved by the Executive Committee
- Calm consumers' fears and educate them
- Time the release to publish prior to start of grant year
- Do not make it technical or too long
- State that Planning Council Support and Mark Kezios are contacts for PC information, but refer service inquiries to AA's office
- Focus on strategy, not dollar amounts
- Invite the media and the community to town halls and/or a press conference
- Give it a positive spin

**MOTION:** Eric Moore moved to approve the creation of a press release. Randall Furrow seconded.

**DISCUSSION:** None.

## MEETING MINUTES *continued*

OUTCOME: The motion passed.

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### **Review of the Planning Council Support budget**

John Sapero of Planning Council Support (PCS) requested that funds from travel/mileage reimbursement be moved to cover food purchases for meetings, software needs and general supplies. PCS says the budget forecast is on track with anticipated expenses.

MOTION: Eric Moore moved to approve the document. Terri Leija seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

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### **Sub-committee reports**

**Allocations Committee:** Larry Stähli reported the committee will continue to develop their policies and procedures, and is requesting data to assist in their re-allocation of carry-over funds.

**Community Planning & Assessment Committee:** Larry Stähli reported the committee will continue to develop their policies and procedures. The meeting has been moved forward one week to enable a review the recently revised comprehensive plan. Three needs assessments are awaiting bids from vendors.

**Education & Empowerment Committee:** Mark Kezios reported that committee leadership may change, and the committee desperately needs members. He proposed the committee host a dinner sponsored by a pharmaceutical company to educate consumers about navigating the system.

**Rules Committee:** Eric Moore reported the committee is continuing their review of conflicts-of-interest, and other committees' policies and procedures.

**Membership Committee:** Randall Furrow reported the committee will continue to develop their policies and procedures, the open nominations process, and a new statement of confidentiality among members. For only the February 15 meeting, the committee will meet ½ hour earlier than usual at 12:30 p.m.

**Standards Committee:** Michelle Barker reported that the committee is moving forward with the development of standards of care with new guidance from QM consultants and HRSA consultants. They will continue to develop their policies and procedures.

## MEETING MINUTES *continued*

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### Determination of the Planning Council meeting agenda

In addition the recurring items, the committee determined the following items would be included in the agenda:

- Self-nominations for a Positive Community Representative
- Discussion regarding the development of a press release to announce the Title I award and PC priorities/allocations
- Standards of Care for Pharmaceuticals Titles I and II
- Update on the Continuum of Care Workgroup
- Review and approve the comprehensive plan with consideration of any new information from the update on the continuum of care

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### Current events summary

Terri Leija says Supervisor Mary Rose Wilcox will invite Chairman Stapley of the Board of Supervisors (BOS) to the Planning Council retreat. The Council should plan on presenting an update of activities to the BOS in March or April.

Larry Stähli announced that visitor parking in the garage at 4041 N. Central will close at 6:00 p.m., so vehicles will be stuck overnight if you are not careful to move your vehicle out.

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### Call to the public

None.

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### Adjourn

The meeting adjourned at 6:25 p.m.

**The next meeting of this committee is scheduled for: Thursday, March 2, 2006.**  
This committee generally meets on the first Thursday of each month.

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Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.